

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, August 1, 2017 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Jim Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Tobian, HR Assistant; Angi Zilliox, HR Specialist; Sheriff Dale Schmidt; Captain Scott Mittelstadt; Chief Deputy Scott Smith; William Ehlenbeck, Manager-Parks and Trails; Ruth Otto, Information Technology Director; Andy Miller, Veteran's Services Officer; Scott Petrak, Recreational Officer; Michael Morell, Deputy Sheriff Patrol; Doug Nelson, LAW Representative

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Frohling to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Greshay. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Duchac to approve the regular session minutes of the July 18, 2017 meeting of the Human Resources and Labor Negotiations Committee. Second by Schmidt. Motion carried.

Otto presented a recommendation from Information Technology to create a new position, HRIS Payroll Systems Administrator. Hinze indicated that a Job Description Questionnaire (JDQ) and job description for the HRIS Payroll Systems Administrator were completed and sent to Carlson Dettmann for consideration resulting in the recommendation of placement on the Dodge County Labor Structure at Grade Nine (9); however, noting that a market review was not completed and will be done at a later time. Otto explained this is a new position for approval of grade placement but would not be funded in 2018.

Motion by Duchac to approve placement of the HRIS Payroll Systems Administrator position into the Dodge County Labor Grade Structure at Grade Nine (9). Second by Frohling. Motion carried.

Hinze stated that the Parks Crew Leader position with Land Resources and Parks is currently a seasonal position and is proposed to be funded in 2018 as a part-time benefitted position. Hinze stated that a Job Description Questionnaire (JDQ) and job description for the Parks Crew Leader position were completed and sent to Carlson Dettmann for consideration resulting in the recommendation of placement on the Dodge County Labor Structure at Grade Five (5). Ehlenbeck indicated that the position would be part-time at 1800 hours per year and agrees with the recommendation.

Motion by Frohling to approve placement of the Parks Crew Leader position into the Dodge County Labor Grade Structure at Grade Five (5). Second by Schmidt. Motion carried.

Hinze stated that a Job Description Questionnaire (JDQ) and job description for the Veteran's Service Specialist position were completed and sent to Carlson Dettmann for consideration. The recommendation from Carlson Dettmann was to place this position in Grade Five (5) of the Dodge County Labor Grade Structure. Miller stated that in order to be more in line with best practices in the state and to do more outreach, a full time Veterans Benefits Specialist is necessary in the Veteran's Service Office. Miller stated that currently the position is half-time and shared with Land and Water Conservation.

Motion by Greshay to approve placement of the Veterans Benefits Specialist position into the Dodge County Labor Grade Structure at Grade Five (5). Second by Duchac. Motion carried.

The Committee heard testimony regarding grievance #2017-15 regarding overtime pay for travel time filed by the Sworn Union, Local 1120.

Present for the union: Doug Nelson, LAW Representative; Scott Petrak, Recreational Officer; Michael Morell, Deputy Sheriff Patrol

Present for Management: Dale Schmidt, Sheriff; Scott Smith, Chief Deputy; Scott Mittelstadt, Operations Captain.

After statements and counter statements were provided Marsik asked if the Committee had any other questions and closed the hearing. Frohling proposed to postpone a decision to allow the two parties to discuss an agreement and both parties agreed. Marsik postponed a decision to later in the meeting.

Eske presented two (2) recommendations from the Human Services and Health Department to create the following positions: a Community Education Coordinator and a Clinical Services Intake Worker, currently an LTE position. Hinze indicated that Job Description Questionnaires (JDQ) and job descriptions for both positions were completed and sent to Carlson Dettmann for consideration. The recommendation from Carlson Dettmann was to place the Community Education Coordinator in Grade Five (5) and the Clinical Services Intake Worker in Grade (3) of the Dodge County Labor Grade Structure. Hinze stated that the positions fall in line with similar positions.

Motion by Duchac to approve placement of the Community Education Coordinator position into the Dodge County Labor Grade Structure at Grade Five (5) and placement of the Clinical Services Intake Worker position into the Dodge County Labor Grade Structure at Grade Three (3). Second by Schmidt. Motion carried.

Hooper provided historical information regarding the Psychiatric RN Practitioner position at Clearview and noted that it currently is a contracted position. Hooper proposed creating a part-time 24 hours per week Psychiatric RN Practitioner position. Hinze stated a resolution is going to County Board to fund the part-time, benefitted position. Hinze stated the proposal is to place the position on the Dodge County Miscellaneous Wage Scale at \$60.00/hour. She stated this is in line with the pay rate established for the Staff Prescriber/RN Practitioner in Human Services and Health.

Motion by Duchac to approve placement of the Psychiatric RN Practitioner position into the Dodge County Miscellaneous Structure \$60.00/hour. Second by Schmidt. Motion carried.

Hinze stated that no action was necessary for the Community Service Officer position as it will be considered an intern position on the Dodge County Miscellaneous Wage Scale with a rate to be determined at a later date.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Legal Assistant	District Attorney's Office
One (1) Administrative Assistant III – L.T.E. (Through 9/1/2017)	UW Extension

Motion by Frohling to approve the Personnel Requisitions. Second by Greshay. Motion carried.

Mindemann presented a Medical Leave of Absence for consideration for an employee with Physical Facilities that has exhausted 2017 Federal and State Family and Medical Leave for 08/04/2017-08/21/2017. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Schmidt to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – None. LIMITED TERM/SEASONAL NEW HIRE - None. LIMITED TERM/SEASONAL RE-HIRE - None. LIMITED TERM/SEASONAL RE-HIRE – None. RECLASSIFICATION – Amanda Mersch, RN Public Health, Human Services, \$24.85, DC08, ST01 – P.T. to F.T., 7/24 to 12/31/2018; Aaron M. Miller, Counselor III – AODA, Human Services, \$22.8, DC07, ST01, 07/01/2017; Jennifer L. Scharf, Senior Social Worker Juvenile Court Ongoing, Human Services, \$24.85, DC08, ST01, 07/16/2017. STEP INCREASE – Julie A. Kolp, Finance Director, Finance, \$46.29, DC15, ST05, 07/08/2017; John M. Haase, Shop Superintendent, Highway, \$39.08, DC11, ST11A, 07/13/2017; Tyler J. Loomans, Utility II Truck Driver – West, Highway, \$19.42, DC04, ST06, 07/13/2017; Nate A. Minnig, Patrol Superintendent – West, Highway, \$32.49, DC11, ST03, 07/20/2017; Cynthia K. Abel, Economic Support Specialist Lead, Human Services, \$23.31, DC06, ST05, 07/15/2017; Lisa A. Hoffman, Economic Support Specialist II, Human Services, \$21.12, DC05, ST05, 07/09/2017; Hannah R. Huset, RN Public Health, Human Services, \$26.27, DC08, ST03, 07/08/2017; Jennifer L. Scharf, Social Worker II Juvenile Court Ongoing, Human Services, \$24.20, DC07, ST03, 07/16/2017; Gary L. Zwieg, Maintenance II, Physical Facilities, \$21.12, DC04, ST11A, 07/15/2017; Brian P. Drumm, Lieutenant Detective, Sheriff, \$35.35, DC10, ST09B, 07/13/2017; Brian S. Harkins, Correctional Officer, Sheriff, \$25.73, DC05, ST14A, 07/21/2017; Brian M. Koch, Correctional Officer, Sheriff, \$26.00, DC05, ST14B, 07/21/2017; Laure L. Dei, Administrative Secretary III, UW Extension, \$15.46, DC03, ST02, 07/20/2017.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Report: None

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze announced that it was Zilliox's last day of employment as the HR Specialist with Clearview and wished her well. Hinze introduced Tobian who was promoted to the HR Specialist position from the HR Assistant position.
- b) Update on Performance and Compensation Module in Kronos: Hinze explained the current rounding of Performance Ratings noting that Kronos is unable to apply the same rounding rules. Hinze stated she would have additional information for consideration at the next meeting.

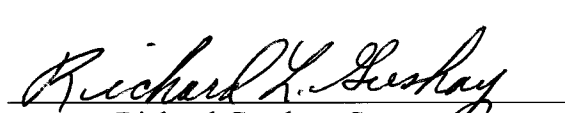
The Committee returned to the grievance discussion. Nelson requested the Committee to hold time limits of the grievance process in abeyance indicating the Association and Management are working on an agreement. Marsik asked for a motion to hold over the grievance decision until the next Committee meeting.

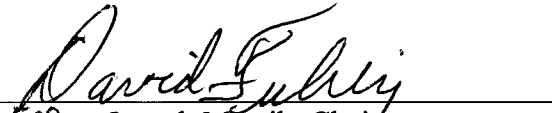
Motion by Frohling to hold the time limits of the grievance process in abeyance until the next Human Resources and Negotiations Committee meeting. Second by Greshay. Motion carried.

Future Agenda Items: Health Insurance, Flexible Spending provider, and Kronos Performance and Compensation module.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **Thursday, August 17, 2017 at 3:00 p.m.** which will be held in rooms 1F and 1G of the Administration Building and **Tuesday, September 5, 2017 at 9:45 a.m.** which will be held in rooms 1H and 1I of the Administrative Building;

Meeting adjourned by order of the Chairperson at 9:56 a.m.


Richard Greshay, Secretary


For Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.